

VACANCY ANNOUNCEMENT

CENTER DIRECTOR WICHITA CHILD DEVELOPMENT CENTER

OPENING DATE:	12/05/2013	CLOSING DATE:	01/03/2014 (revised)
TITLE:	Center Director	SALARY:	TBA
SUPERVISOR:	CCDF Program Director		

DUTIES AND RESPONSIBILITIES

Responsible for the daily administration and management of the Wichita Child Development Center. Ensures the child care center is in compliance with State, Federal, and Tribal regulations. Oversees the provision of food services, child care, recreational activities, and curriculum presentations for children. Direct supervisor of child care center staff. Confers with teaching staff regarding behavioral or learning problems. Confers with customers regarding facility activities, and resolves complaints from customers and staff. Reviews and approves menu plans and food purchases. Coordinates with teaching staff to maintain required classroom coverage. Collect and file employment applications, employee training certifications and completions, background investigations, and leave requests/absences. Maintains Parent Information Board and keeps the public information bulletin board current. Responsible for all medication requests. Posts end of day report to close out attendance and completes nightly closing procedures list. ****This job vacancy announcement is not all inclusive****

QUALIFICATIONS – SPECIAL REQUIREMENTS

Must possess Oklahoma Director's Credential and have appropriate child development courses to meet State requirements. Prefer 2-years' experience working in a Director capacity in a child care center setting and demonstrate basic knowledge of early childhood development. Must be able to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys/equipment off the floor. Must be able to lift, carry, and hold children up to 70 pounds. Must pass a physical exam, have had current TB and Hepatitis B shots. Must obtain First Aid/CPR certification within 30 days of employment. Must pass a Background check, fingerprint clearance, and drug screening test. Must have a valid Oklahoma Driver's License.

INDIAN PREFERENCE

Not applicable to this position.

APPLICATION PROCEDURE

Submit the following in a sealed envelope:

- A current Wichita and Affiliated Tribes "Employment Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's license
- College Transcript, Certificates of Completion or Proficiency
- Other documents deemed applicable

Employment Applications are available at the Wichita and Affiliated Tribes Administration Building, or may be found at www.wichitatribe.com under the Human Resources page. Please submit all documentation in a sealed envelope in person, or by mail to: Wichita and Affiliated Tribes, Attn: Human Resources, PO Box 729, Anadarko, Oklahoma 73005.

Applications must be received on or before the closing date, any received after the closing date will not be considered for that position but will be kept on file for 1 year.